



BOARD OF STATE AND COMMUNITY CORRECTIONS

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader or assistance attending an interview please call (916) 323-3055

Position:

Office Technician (Typing)

Position #:

917-193-1139-001

Salary Range:

\$2,686 - \$3,362

Issue Date:

February 12, 2014

Contact:

Stefanie Reyes

(916) 322-8022

stefanie.reyes@bscc.ca.gov

Location:

Board of State and Community
Corrections

600 Bercut Drive

Sacramento, CA 95811

Final Filing Date:

March 12, 2014

(Statewide)

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

**Submit a Std.678 State
Application and Resume to:**

BOARD OF STATE AND
COMMUNITY CORRECTIONS

ATTN: Stefanie Reyes

600 Bercut Drive

Sacramento, CA 95811

Please write "917-193-1139-001" on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

The Board of State and Community Corrections provides statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to realignment.

Applications will be screened and only the most qualified will be interviewed.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Scope of Position:

Under the supervision of the Office Services Supervisor II, the Office Technician performs a variety of the more difficult and technical general office work. The Office Technician works independently to perform a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks.

The employee in this position will be required to work accurately, and have a willingness to independently check own work for completeness and correctness. The employee should have good customer service and communication skills as well as being a team player. The employee will need to acquire an understanding of BSCC programs as this is necessary for routing questions from the public to field representatives and analysts. The employee should have a working knowledge of Microsoft Programs including Word and Excel.

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- Responsible for supporting field representatives by typing and proofreading correspondence, inspection and monitoring reports, making travel arrangements, preparing pre-inspection packets and other materials as requested.
- Verifies and enters statistics into various databases. Processes various BSCC reports, maintains updated regulations, assists with preparation for board and committee meetings, prints and assembles information for training sessions, prepares weekly schedule and calendar.
- Following written procedures, independently processes and distributes incoming mail, receives and directs incoming calls, and greets and assists visitors. Using the state assigned vehicle, acts as a messenger for delivery and pickup of materials on a daily basis, and passengers as the need arises.
- Performs general clerical work such as: filing, copying, scanning, and printing. Performs routine maintenance of copy and fax machines, including: changing toner cartridges, clearing jams in machines, and requesting service as needed. Attends training and meetings necessary to perform job duties.

The BSCC is committed to providing an equal employment opportunity to all, providing reasonable accommodations, prohibiting sexual harassment and discrimination based on race, color, ethnicity, national origin, ancestry, sex (gender identity), age, disability, genetic information, religion, sexual orientation, political affiliation, marital status, pregnancy, military status, and to providing protection against retaliation. Rev. 8/12